

Sheriff's Inmate Work Crew Rules and Regulations

1. Inmates are under the direct supervision of the inmate supervisor that they are assigned to for the day. Inmates must be within sight and sound at all times.
2. Inmates are not allowed to communicate with the general public for any reason at any time. Communication will be limited to the inmate supervisor or co-workers at the supervisors discretion. Any civilian attempting to communicate with inmates will be immediately directed to the inmate supervisor.
3. Inmate meals and beverages are supplied by the Leon County Jail. No other food will be given to the inmates for any reason. Beverages are sent in 10 gallon water kegs. Powdered gator-aid, power-aid or other drink mixes of this type may be added to the water at the inmate supervisors discretion. Inmate supervisors will monitor the passing of lunches to assure that each inmate receives a lunch.
4. Inmates are not allowed to remove any personal items from the jail for any reason. Any items including food ordered from their canteen will be considered contraband if removed from the jail. These items will be confiscated and given to a member of the Sheriff's staff upon their return to the jail.
5. Inmates are forbidden from using phones when they are not in the jail. Inmate supervisors will not allow inmates to use a phone for any reason.
6. Use of profanity will not be tolerated by inmates or inmate supervisors.
7. Inmates will be given a 30 minute lunch break. Two 15 minute breaks will also be given. All break times will be at the supervisor's discretion.
8. The inmates will be taken from the jail to their assigned job site. At no time will the inmate supervisors enter or allow the inmates to enter any type of public establishment.
9. The inmate supervisor will be responsible for assuring that all work assignments are being completed in a timely manner. **Horseplay will not be permitted.**
10. Inmate supervisors shall comply with and enforce these rules as well as those rules and regulations in the Inmate Jail Handbook (as they apply to a Work Crew). **Any inmate that violates any rule or regulation is subject to all jail disciplinary sanctions.**
11. Inmate Supervisors that violate any rules or regulations will be immediately forbidden from supervising inmates at the discretion of the Sheriff or designee. **Depending on the seriousness of the violation, the inmate supervisor could also be charged criminally.**
12. Any unusual incidents or rule violations will be immediately reported to a member of the Sheriff's staff. Written documentation will be provided by the inmate supervisor if requested by a member of the Sheriff's staff.

13. Inmate supervisor's will not allow any inmate to operate any type of gas or electric powered equipment without the inmate successfully completing training with these items. **The training will be provided by a member of the Sheriff's staff.**

14. Each inmate supervisor will provide the appropriate member of the Sheriff's staff with an exact location of their job site. If the job site should change, the member of the Sheriff's staff will be contacted immediately with the location of the new job site each time the inmate supervisor relocates.

15. The appropriate member of the Sheriff's staff will be notified with any planned changes regarding inmate supervisors at least one day in advance. Exceptions to the one day advance notice will be made for situations when the supervisor calls in sick or for other such emergency cases. Only individuals who have successfully completed the **Sheriff's Inmate Work Crews Supervisor Training Program** will be allowed to supervise inmates, NO EXCEPTIONS

16. Any injuries or problems that involve any inmate will be documented by the inmate supervisor. Any type of documentation involving inmates will be forwarded to the Work Camp Administrative Office for filing.

17. If an injury occurs requiring medical treatment other than simple first aid, the appropriate member of the Sheriff's staff will be immediately contacted. (Simple first aid involves placement of small standard band-aids, etc.)

18. Inmates will have access to designated toilet facilities at all times.

19. Inmate supervisor's will not discuss legal issues, family matters, or any type of personal business with inmates. Conversation with the inmates should be limited to work related issues.

20. Inmate labor will not be utilized on school property while children are present unless otherwise approved by the Sheriff or his/her designee. If a group of children should become present on school property while inmates are being utilized, the inmates will be immediately removed from the school property.

21. Inmates will wear the orange vest and cap provided by the Sheriff at all times. If the job assignment cannot be safely completed while wearing the vest, it may be removed until the assignment is completed.

22. Inmate supervisors will assure that road signs are visibly displayed to identify areas where inmate labor is being utilized at all times.

23. Inmate supervisors will be responsible for assuring that inmates under their supervision are transported to and from their job sites in a safe manner and in compliance with Florida Statutes governing traffic laws.

24. Inmates will be picked up from the Sheriff's Inmate Work Crew facilities by 0730 hours. Inmates will be returned to the Sheriff's facilities by 1630 hours. Pickup and return hours may be modified on an as needed basis with prior approval of the Sheriff or his/her designee. No inmate will

work more than ten (10) hours per day, unless the inmate volunteers to do so, or sixty (60) hours per week as governed by Florida Statutes.

25. All safety equipment utilized by the inmates shall be provided by the county or city agency using and supervising the inmates. All safety equipment must be in compliance with all governmental regulations. The Sheriff shall have final authority as the type of safety equipment that is required. Such equipment shall include, but not be limited to, OSHA approved first aid kit, snake chaps, safety goggles, gloves, dust masks, back supports, or any other safety equipment that may be needed.

26. The Sheriff shall be given prior notice whenever a regularly scheduled inmate crew will not be needed. Such prior notice shall be as far in advance as possible.

27. All rules and regulations are subject to change following reasonable prior notice by the Sheriff or his designee.

Work Camp Administrative Office
921-3674 Telephone
488-8155 fax

Revised 2/8/02